



## CONFIDENTIAL QUESTIONNAIRE

Date of Balance Sheet \_\_\_\_\_ , \_\_\_\_\_

Mark only one:

- ☐ Individual  
☐ Limited Partnership  
☐ General Partnership  
☐ Corporation  
☐ Limited Liability Company

\_\_\_\_\_  
Name under which you wish to qualify

Post Office Box \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Street Address (required) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone (required) \_\_\_\_\_ Fax \_\_\_\_\_ E-mail Address (required) \_\_\_\_\_

Area Code \_\_\_\_\_ Number \_\_\_\_\_ Area Code \_\_\_\_\_ Number \_\_\_\_\_

☐ Display fax # on TxDOT website    ☐ Display e-mail address on TxDOT website

• •

Texas Taxpayer Identification No.

•

Federal Employers Identification No.

DUNS No. (if available)

EMAIL THIS QUESTIONNAIRE ALONG WITH FINANCIAL STATEMENTS TO:  
**CST\_PREQUALIFICATION@TXDOT.GOV**

OR MAIL TO:  
**TEXAS DEPARTMENT OF TRANSPORTATION  
ATTENTION: CST-PREQUALIFICATION  
200 E. RIVERSIDE DRIVE  
AUSTIN, TEXAS 78704**

PLEASE MARK THE ENVELOPE: "FINANCIAL FORMS"

## SPECIAL NOTICE

A Confidential Questionnaire submitted by an individual or business entity must contain all of the assets and all of the liabilities of the individual or business entity.

**Asset and financial information provided is considered confidential under the law and will not be voluntarily disclosed to other person(s).**

A Texas corporation must have a Texas Corporate Charter and furnish the department its charter or file number in the Corporation Block on Page 10 of the Confidential Questionnaire.

A Texas Attorney General's opinion permits a foreign corporation to become a qualified bidder with the department and to be issued bidding documents prior to registering the corporation to do business in this state; however, the corporation must register to do business in Texas prior to the execution of a contract with the department. In this instance, the foreign corporation should ascertain the availability of its name in Texas and submit its questionnaire under that name. If the contractor has not yet registered the corporation, he/she must file a name registration with the Texas Secretary of State, and provide this department with evidence of such filing. This name registration must be renewed continually until the corporation becomes registered. In addition, it will be necessary that we be furnished a copy of the corporation's Corporate Charter as filed in the state of incorporation in order that our records will be complete.

A Texas Limited Liability Company must have Texas Articles of Organization or Certification of Formation and furnish the department its file number in the Limited Liability Company Block on page 10 of the questionnaire.

A Texas Limited Partnership must have a Texas Certificate of Limited Partnership and furnish the department its file number in the Limited Partnership Block on page 10 of the questionnaire.

## WARNING TO BIDDERS

The signer of this Confidential Questionnaire guarantees, as evidenced by the sworn affidavit required herein, the truth and accuracy of all statements and of all responses made in the questionnaire.

In order for a contractor to be considered eligible to bid on Texas Department of Transportation work, he/she must file a satisfactory Confidential Questionnaire using this form, along with the required financial statements, with the Texas Department of Transportation at Austin, Texas. The statement shall be made as of the last day of any month, and must be on file in Austin 10 days prior to the date bids are to be opened, if a contractor is to be eligible to bid. (See Item 2.2 of the Standard Specifications.) In addition, the statement must be approved for at least one letting prior to its anniversary date. The department interprets this 10 day requirement as being 10 calendar days before the last day of the letting. For example, assume that a contractor wishes to submit bids on projects to be opened on the 12th and/or 13th of July. The statement must be filed by the 3rd day of July in order to be eligible to bid on those projects.

A new statement must be filed annually. If a contractor files a satisfactory statement, he/she will be eligible to bid for a period of 12 months from the date of the statement. Also, contractors are automatically granted a 90 day grace period to prepare and submit a new statement.

The contractor should be aware that the 90 day grace period will allow him/her to bid in the three consecutive monthly lettings following the anniversary of the statement, inclusive of any cancelled letting date or supplementary lettings, or for a period not to exceed three months from the anniversary date of the statement. The contractor may bid on locally let projects during this time as well. The 10 day requirement must still be met if the contractor desires to submit bids in lettings following the grace period.

If discrepancies are found in this Confidential Questionnaire, the questionnaire will be considered unsatisfactory, and the contractor will be ineligible to bid until the discrepancies are satisfactorily explained to this department.

In compiling a Confidential Questionnaire, all items must be completed and "Total Assets" must equal "Total Liabilities and Equity." If there is nothing to report in certain schedules, then make the notation "None" or "N/A." The amount shown for each item must be actual, as taken from the company's books and verified, and must not be "approximate" amounts.

Firms based outside of the United States must furnish financial information converted to U.S. dollars at the exchange rate as of the balance sheet date. In addition, these firms should obtain the required firm registration as outlined above, and Assumed Name Certificate, if applicable.

In line with the Authorization for Verification and Affidavit found on pages 11 and 12 of the Confidential Questionnaire, the department may verify the status of any item contained in the statement. THIS MAY OCCUR AT ANY TIME DURING THE PERIOD YOUR STATEMENT IS IN FORCE. Disclosures made during this verification may result in the revision of your approved bidding capacity, or the requirement of a new statement.

## INSTRUCTIONS

The Confidential Questionnaire is to be submitted along with audited financial statements by firms wishing to become eligible to bid on all classes of **construction and maintenance** projects, as well as **"emergency"** projects.

**Emergency projects** result from situations or conditions which pose an imminent threat to life or property of the traveling public or which substantially disrupt the orderly flow of traffic. These projects may require work which must begin instantaneously. These projects may include removal of hazardous material, clearing debris from the roadway, temporary

traffic operations, and mowing to eliminate safety hazards when such work meets the requisites of an emergency. Refueling vehicles may be requested for evacuations. Emergency situations provide for an alternate procedure for the expedited award of contracts to meet conditions in which essential corrective or preventive action would be unreasonably hampered or delayed by compliance with other laws. Contractors wishing to be considered for emergency contracts must furnish a 24-hour phone number and an email address.

Please answer in complete detail all questions in the Confidential Questionnaire. This applies particularly to dates when contracts are expected to be completed, and dates when notes or bills will become due or must be paid.

The financial statements must be audited by an independent certified public accounting firm meeting the requirements for public practice in Texas. The department may make adjustments to a contractor's net working capital as deemed necessary as a result of analysis of the full prequalification statement.

In the event affiliated firms desire to prequalify with the department, they must prequalify based on statements prepared as of the same date.

For the purposes of the Confidential Questionnaire, two or more firms are affiliated if:

- (i) the firms share common officers, directors, or stockholders;
- (ii) a family member of an officer, director, or stockholder of one firm serves in a similar capacity in another of the firms;
- (iii) an individual who has an interest in, or controls a part of, one firm either directly or indirectly also has an interest in, or controls a part of another of the firms;
- (iv) the firms are so closely connected or associated that one of the firms, either directly or indirectly, controls or has the power to control another firm;
- (v) one firm controls or has the power to control another of the firms; or
- (vi) the firms are closely allied through an established course of dealings, including but not limited to the lending of financial assistance.

A family member is considered to be an individual's parent, parent's spouse, step-parent, step-parent's spouse, sibling, sibling's spouse, spouse, child, child's spouse, spouse's child, spouse's child's spouse, grandchild, grandparent, uncle, uncle's spouse, aunt, aunt's spouse, first cousin, or first cousin's spouse.

**Affiliates may not submit bids on the same project.** Should we receive bids on the same project from two or more firms who are affiliated according to one or more of the above definitions, each of the bids will be declared non-responsive and neither will be considered.

If the entity filing this statement holds equity in another company or business, this should be shown under "Other Assets" and sufficient data must be given to thoroughly verify such assets shown. This shall also apply to joint ventures operating as separate entities.

Please complete Question No. 14, Page 9, in detail, listing not only the officers/owners of the company, but also the superintendents who will be in charge of the work. If more space is required, please insert additional sheets.

If there is not sufficient space in the Confidential Questionnaire, please use attached schedules to support the detailed information requested, and refer to the specific schedule where the details pertaining to the item total may be found. When attaching these schedules, please furnish detailed addresses when they are requested. Inadequate cross referencing will result in processing delays and the possible return of the statement.

The proper Authorization for Verification and Affidavit block on pages 11 and 12 of the Confidential Questionnaire must be executed by the person or persons authorized to do so and must be acknowledged by a Notary Public. The Notary Public must be an individual other than an officer, partner, LLC manager or an otherwise related party. The department will presume, unless otherwise advised, that the general partners of a partnership or officers of a corporation listed are authorized to enter into contract on behalf of their firm. If they desire that additional persons be authorized to execute instruments on behalf of the firm, they must furnish a Power of Attorney or Corporate Resolution which contains this authority.

The Certification of Absence of Suspension, Debarment, Voluntary Exclusion, or Determination of Ineligibility should be completed if your firm is interested in bidding on federal-aid projects. The certification itself is comprised of two pages, page numbers vii and viii. The second page (viii) contains a notarization which is separate from the notarization required on the Authorization for Verification and Affidavit found on pages 11 and 12.

Please notify this office immediately upon making any changes in the organizational structure of your business entity (i.e., conversion from a corporation to a limited partnership or merger with another firm) in order that bidding proposals may be issued to the correct entity, and that any outstanding contracts may be reassigned to the present name and form of your business. If changes taken place which affect the structure of your firm, your prequalification may be rendered invalid.

## SPECIAL NOTICE REGARDING SANCTIONS

Should a contractor become sanctioned at a level 2 or greater, he/she may continue to prequalify with the department, but will remain ineligible to bid until the expiration of the sanction period.

## SPECIAL NOTICE REGARDING SUPPLEMENTAL INFORMATION

In order to expedite and facilitate the prompt approval of your prequalification statement, the following information **MUST** accompany your submission.

### **FAILURE TO PROVIDE ALL REQUESTED INFORMATION COULD RESULT IN THE RETURN OF YOUR STATEMENT.**

1. A complete set of audited financial statements:
  - a. Classified Balance Sheet
  - b. Income Statement
  - c. Statement of Cash Flows
  - d. Statement of Changes in Equity
  - e. Notes to the Financial Statements

**Please note that any financial statements submitted to the department for the purposes of qualification must be prepared by an independent certified public accounting firm in current good standing with the Texas State Board of Public Accountancy. This is a requirement if your firm is based or located in Texas. Current licenses for CPA's may be verified online at [www.tsbpa.state.tx.us/php/fpl/firmlookup.php](http://www.tsbpa.state.tx.us/php/fpl/firmlookup.php). CPA firms located outside of Texas and preparing financial statements for firms or individuals located or based within Texas are also subject to this requirement. Please contact the Texas State Board of Public Accountancy at 512-305-7853 for questions concerning licensing requirements.**

2. A Confidential Questionnaire completed in detail. In those schedules where there is nothing to report, the notation "None" or "N/A" should be inserted. Failure to complete the Confidential Questionnaire will result in the return of your prequalification statement. Please ensure that the totals in the questionnaire correspond with those totals in the financial statements.
3. A certified copy of your organizational documents (Corporate Charter, Articles of Incorporation, Articles of Organization, Certificate of Formation, LLC Regulations, Certificate of Limited Partnership or Limited Partnership Agreement) if you are a foreign entity filing your initial prequalification statement and your firm does not have a current Certificate of Authority or registration to do business in Texas as issued by the Texas Secretary of State's Office.
4. Resumes reflecting the construction experience of the principals of the firm for firms submitting their initial prequalification. These resumes should include the size and scope of work performed.
5. Item 1 on Page 8 of the Confidential Questionnaire must reflect at least the six larger items of equipment available by renting, along with the source. This list may include those sources identified in the area of your firm's home office and not necessarily those with which the firm has current rental agreements or commitments.
6. The firm's Texas Taxpayer Identification Number as issued by the Texas Comptroller of Public Accounts. This information is necessary to process payments on projects awarded your firm.
7. Your firm's e-mail address and fax number. These are requested for the purpose of forwarding project addenda in a timely manner. Should you wish for either of these to appear on our website, please check the appropriate box. Otherwise, this information will not be published.
8. Your firm's DUNS number as issued by Dun & Bradstreet. This number is used by the department for required reporting on Federal Aid projects. If you do not yet have one, you may obtain it at [www.dnb.com](http://www.dnb.com).
9. Other information as requested by the department.

## SPECIAL NOTICE REGARDING THE USE OF ASSUMED NAMES

If the contractor chooses to qualify under an assumed name, and is based in Texas, a certified copy of the Assumed Name Certificate as filed with the County Clerk in the county of residence must be provided with this questionnaire during the initial filing, and upon assumed name renewal. Additionally, if the firm is a corporation, limited partnership, registered limited liability partnership, or a limited liability company (within or outside of Texas), it must also provide proof of filing this assumed name with the Texas Secretary of State. Firms residing outside of Texas using an assumed name must also file an Assumed Name Certificate in the county of their registered or principal office in Texas, and furnish this department a certified copy of this certificate. If no office is maintained in Texas, this filing should be made with the Travis County Clerk's office in Austin, Texas. Excerpts from the Texas Assumed Business or Professional Name Act are shown on page v.

**Assumed Business or Professional Name Act  
(From Business and Commerce Code - Title 5, Chapter 71)**

**SUBCHAPTER B. REQUIREMENTS APPLICABLE TO CERTAIN UNINCORPORATED PERSONS**

**Sec. 71.051. CERTIFICATE FOR CERTAIN UNINCORPORATED PERSONS.**

A person must file a certificate under this subchapter if the person regularly conducts business or renders a professional service in this state under an assumed name other than as a corporation, limited partnership, limited liability partnership, limited liability company, or foreign filing entity.

**SUBCHAPTER C. REQUIREMENTS APPLICABLE TO INCORPORATED BUSINESS OR PROFESSION AND CERTAIN OTHER ENTITIES**

**Sec. 71.101. CERTIFICATE FOR INCORPORATED BUSINESS OR PROFESSION, LIMITED PARTNERSHIP, LIMITED LIABILITY PARTNERSHIP, LIMITED LIABILITY COMPANY, OR FOREIGN FILING ENTITY.**

A corporation, limited partnership, limited liability partnership, limited liability company, or foreign filing entity must file a certificate under this subchapter if the entity: (1) regularly conducts business or renders professional services in this state under an assumed name; or (2) is required by law to use an assumed name in this state to conduct business or render professional services.

**Sec. 71.152. MATERIAL CHANGE IN INFORMATION; NEW CERTIFICATE.**

(a) Not later than the 60th day after an event occurs that causes the information in a certificate to become materially misleading, a registrant must file a new certificate complying with this chapter in the office in which the original or renewal certificate was filed.

(b) An event that causes the information in a certificate to become materially misleading includes: (1) a change in the name, identity, entity, form of business or professional organization, or location of a registrant; (2) for a proprietorship or sole practitioner, a change in ownership; or (3) for a partnership: (A) the admission of a new partner or joint venturer; or (B) the end of a general partner's or joint venturer's association with the partnership.

(c) A new certificate filed under this section is effective for a term not to exceed 10 years from the date the certificate is filed.

**Sec. 71.202. CRIMINAL PENALTY: GENERAL VIOLATION.**

(a) A person commits an offense if the person:

- (1) conducts business or renders a professional service in this state under an assumed name; and
- (2) intentionally violates this Chapter.

(b) An offense under this section is a Class A misdemeanor.

**Company Names  
(From Business and Commerce Code - Title 2, Chapter 17)**

**SUBCHAPTER E. DECEPTIVE TRADE PRACTICES AND CONSUMER PROTECTION**

**Sec. 17.46. DECEPTIVE TRADE PRACTICES UNLAWFUL.**

(a) False, misleading, or deceptive acts or practices in the conduct of any trade or commerce are hereby declared unlawful and are subject to action by the consumer protection division under Sections 17.47, 17.58, 17.60, and 17.61 of this code.

(b) Except as provided in Subsection (d) of this section, the term "false, misleading, or deceptive acts or practices" includes, but is not limited to, the following acts:

- (25) using the term "corporation," "incorporated," or an abbreviation of either of those terms in the name of a business entity that is not incorporated under the laws of this state or another jurisdiction;

**SPECIAL NOTICE REGARDING CERTIFICATION OF ABSENCE OF SUSPENSION,  
DEBARMENT, VOLUNTARY EXCLUSION, OR DETERMINATION OF INELIGIBILITY**

The U.S. Department of Transportation has adopted rules concerning nonprocurement debarment and suspension in accordance with the Office of Management and Budget (OMB) guidelines. Under these rules, the Federal Highway Administration will not be able to concur in the award of a contract for any federal aid project to any contractor that is currently suspended or debarred by any federal agency.

As a result of the above, the department has adopted rules concerning the issuance and submission of proposals that preclude issuing a bidding proposal for a federal aid project to a firm that is currently suspended or debarred by any agency of the federal government. To facilitate the department's compliance with this rule, it will be necessary for all qualified contractors to complete and file a Certification of Absence of Suspension, Debarment, Voluntary Exclusion, or Determination of Ineligibility with the Construction Division of this department. This certification is included on page vii of this document. The certification will be incorporated in each bidder's respective file. To avoid delay in receiving bidding proposals for federal aid projects, bidders are encouraged to complete their certifications.

## WORK CATEGORY INFORMATION SHEET

In an effort to identify the kind(s) of work you perform, please check one or more of the following blocks to indicate the categories of work your firm is involved with:

- ☐ Asphalt (ACP, LRA, Seal Coats)
- ☐ Concrete Paving & Incidentals
- ☐ Earthwork, Base & Subbase
- ☐ Emergency Contracts\*

Emergency Contact Individual\*\*:

Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone for 24-hour contact: \_\_\_\_\_

\*\*All fields are mandatory to be considered for emergency work.

- ☐ Fencing
- ☐ Hauling
- ☐ Lighting & Signal Maintenance
- ☐ Landscaping
- ☐ Major Structures
- ☐ Material Supplier
- ☐ Minor Structure/Misc. Concrete
- ☐ Painting & Striping
- ☐ Rest Areas (Construction)

☐ Traffic Control Devices

☐ Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- ☐ Guardrail Repair
- ☐ Debris Clearing/Removal
- ☐ Mowing
- ☐ Litter Pickup & Disposal
- ☐ Cleaning & Sweeping Highways
- ☐ Building Construction
- ☐ Rest/Picnic Area Maintenance
- ☐ Hazardous Material
- ☐ Underwater Inspection
- ☐ Stream Channel Restoration
- ☐ Pavement Markers

\*Note: If indicating your availability for emergency contracts, please insure that the above contact information remains updated with this office at all times. In the event of an emergency, we may be inquiring about your availability as well as a list of equipment available for the emergency.

### Check the Districts by city in which you are willing to work:

#### District Offices

- ☐ Paris
- ☐ Fort Worth
- ☐ Wichita Falls
- ☐ Amarillo
- ☐ Lubbock
- ☐ Odessa
- ☐ San Angelo
- ☐ Abilene
- ☐ Waco

- ☐ Tyler
- ☐ Lufkin
- ☐ Houston
- ☐ Yoakum
- ☐ Austin
- ☐ San Antonio
- ☐ Corpus Christi
- ☐ Bryan
- ☐ Dallas

- ☐ Atlanta
- ☐ Beaumont
- ☐ Pharr
- ☐ Laredo
- ☐ Brownwood
- ☐ El Paso
- ☐ Childress

☐ ALL

## WORKERS COMPENSATION EXPERIENCE RATING

Enclose each of your firm's National Council on Compensation Insurance (NCCI) Experience Modifier Rating letters for the last five years. **This information is required to complete your prequalification; but will not currently be used to determine bidding capacity.**

\_\_\_\_\_ We have enclosed the required five years of Worker's Compensation Experience Modifier Rating letters.

\_\_\_\_\_ We have enclosed fewer than five years of Worker's Compensation Experience Modifier Rating letters.

\_\_\_\_\_ We have not enclosed any Worker's Compensation Experience Modifier Rating letters.

Provide an explanation if five (5) years of rating letters are NOT enclosed:

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The State of \_\_\_\_\_

County of \_\_\_\_\_

**CERTIFICATION OF ABSENCE OF SUSPENSION, DEBARMENT,  
VOLUNTARY EXCLUSION, OR DETERMINATION OF INELIGIBILITY**

The undersigned bidder, under penalty of perjury under the laws of the United States or the State of Texas, certifies that, except as noted herein, the bidder's firm and all persons associated therewith in the capacity of owner, partner, stockholder, director, officer, principal investigator, project director, member, manager, auditor, or any position involving the administration of any part of the firm's operations:

1. are not currently suspended, debarred, or voluntarily excluded from or determined to be ineligible for bidding by any Federal agency;
2. have not been suspended, debarred, voluntarily excluded from or determined to be ineligible for bidding by any Federal agency within the past three years;
3. do not have a proposed debarment pending with any Federal agency, and
4. have not been indicted, convicted, or had a civil judgment rendered against it or any person indicated above by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past 3 years.

All exceptions to the above are recorded in the following space:

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The undersigned bidder understands that exceptions will not necessarily preclude the issuance of a bidding proposal or result in the denial of award of the contract for a Federally funded project. It is also understood that exceptions will be carefully reviewed by the department and by the Federal Highway Administration and may result in rejection of the bid proposal and suspension and debarment of the contractor pursuant to Texas Administrative Code, Title 43, Part 1, Chapter 9, Subchapter G, *Highway Improvement Contract Sanctions*, Rules Sections 9.101 through 9.111, and/or CFR, Title 2, Part 180, *Debarment and Suspension (Non-procurement)*.

For any exception noted, the following information explains to whom it applies, the initiating agency, and the dates of action.

The undersigned bidder understands that providing false information may result in criminal prosecution and/or administrative sanctions.

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The undersigned bidder, being fully cognizant of the facts stated in the certifications contained on page vii, certifies the truth and accuracy of those certifications, which are made by signing this document.

\_\_\_\_\_  
Print Firm Name

\_\_\_\_\_  
Signature/Title

Before me, the undersigned authority, a Notary Public, on this day personally appeared \_\_\_\_\_  
who, being by me duly sworn, upon oath says that he/she is qualified and authorized to make affidavit for and on  
behalf of \_\_\_\_\_  
bidder, of \_\_\_\_\_ County, and is fully cognizant of the facts herein set out  
and affirms to the truth and accuracy of the certifications made herein by signing the document above.

Subscribed and sworn to before me by the said \_\_\_\_\_  
Name  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ to certify which witness my  
hand and seal of office.

\_\_\_\_\_  
Notary Public in and for

\_\_\_\_\_ County

NOTE: The Notary Public must be an individual other than an officer, partner, LLC member/manager, or an otherwise related party.

**DETAILS RELATIVE TO ASSETS**

Round to the nearest whole dollar amounts. Do not include cents in the figures.

<b>1</b>	<b>Cash</b>		\$ _____
			<b>TOTAL</b>
	NAME OF BANK AND DETAILED ADDRESS	DEPOSITED IN NAME OF	AMOUNT

<b>2</b>	<b>Certificates of Deposit</b>		\$ _____
			<b>TOTAL</b>
	NAME OF BANK AND DETAILED ADDRESS	DEPOSITED IN NAME OF	AMOUNT

<b>3*</b>	<b>Notes Receivable</b>		\$ _____
			<b>TOTAL</b>
	RECEIVABLE FROM: NAME AND DETAILED ADDRESS	CURRENT AMOUNT	TOTAL AMOUNT

<b>4*</b>	<b>Accounts receivable from completed contracts exclusive of claims not approved for payment</b>			\$ _____
				<b>TOTAL</b>
	RECEIVABLE FROM: NAME AND DETAILED ADDRESS	NATURE OF CONTRACT	AMOUNT OF CONTRACT	AMOUNT RECEIVABLE

\*For Schedules with an asterisk (\*), list separately each item amounting to 10 percent of the total and combine the remainder.

**DETAILS RELATIVE TO ASSETS (Continued)**

Round to the nearest whole dollar amounts. Do not include cents in the figures.

<b>5*</b>	<b>Sums earned on incomplete contracts, as shown by engineer's or architect's estimate</b>				<b>\$ TOTAL</b>
	(a) Amount receivable after deducting retainage		\$ _____		
	(b) Retainage to date due upon completion of contract		\$ _____		
<b>**DESIGNATION OF CONTRACT, NAME AND DETAILED ADDRESS OF ENTITY LETTING CONTRACT</b>		<b>TOTAL AMOUNT OF CONTRACT</b>	<b>TOTAL BILLINGS TO DATE</b>	<b>RETAINAGE</b> DUE DATE      AMOUNT	<b>CURRENT AMOUNT EXCLUSIVE OF RETAINAGE</b>

\*\* If contract is a joint venture, so indicate. If this is a subcontract, give name and detailed address of prime.

<b>6</b>	<b>Accounts Receivable <u>not</u> from Contracts</b>		(a) Officers & Employees	\$ _____	<b>\$ TOTAL</b>
			(b) Other	\$ _____	
			(c) Past Due	\$ _____	
<b>RECEIVABLE FROM: NAME AND DETAILED ADDRESS</b>		<b>DESCRIPTION</b>	<b>DUE DATE</b>	<b>AMOUNT</b>	

<b>7</b>	<b>Inventory – Materials in Stock and Not Included in Item 4, Assets</b>		<b>\$ TOTAL</b>
	In warehouse and on job site (present value)      \$ _____		
<b>DESCRIPTION OF MATERIAL</b>		<b>QUANTITY</b>	<b>FAIR VALUE WAREHOUSE AND JOB SITE</b>

<b>8</b>	<b>Costs In Excess Of Billings</b>	<b>\$ TOTAL</b>
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\*For Schedules with an asterisk (\*), list separately each item amounting to 10 percent of the total and combine the remainder.

**DETAILS RELATIVE TO ASSETS (Continued)**  
 Round to the nearest whole dollar amounts. Do not include cents in the figures.

<b>9</b>	<b>Deposits with bids or otherwise as guaranties</b>		\$ _____
			<b>TOTAL</b>
	DEPOSITED WITH: NAME AND DETAILED ADDRESS	DESCRIPTION	AMOUNT

<b>10</b>	<b>Prepaid Expenses</b>		\$ _____
			<b>TOTAL</b>
	TO WHOM: NAME AND DETAILED ADDRESS	DESCRIPTION	TOTAL PREPAID

<b>11</b>	<b>Interest Accrued on Loans, Securities, etc.</b>		\$ _____
			<b>TOTAL</b>
	ACCRUAL ITEM	DATE OF PAYMENT	AMOUNT

<b>12</b>	<b>Cash Value of Life Insurance</b>		
	(a) Total pledged	\$ _____	\$ _____
	(b) Total not pledged	\$ _____	
			<b>TOTAL</b>

<b>13</b>	<b>Stocks and Bonds</b>				
	(a) Listed (Present market value)		\$ _____	\$ _____	
	(b) Unlisted (Present market value)		\$ _____		
				<b>TOTAL</b>	
	DESCRIPTION	ISSUING COMPANY	PRESENT MARKET VALUE	QUANTITY	AMOUNT

**DETAILS RELATIVE TO ASSETS (Continued)**  
 Round to the nearest whole dollar amounts. Do not include cents in the figures.

<b>14</b>	<b>Investments</b>	\$ _____
	<b>TOTAL</b>	
	DESCRIPTION	TOTAL AMOUNT

<b>15</b>	<b>Real Estate Appraised or Book Value</b>	\$ _____
	<b>TOTAL</b>	

<b>16</b>	<b>Furniture and Fixtures at Book Value</b>	\$ _____
	<b>TOTAL</b>	

<b>17*</b>	<b>Equipment</b>		\$ _____
	<b>TOTAL</b>		
ITEM	QUANTITY	ITEM DESCRIPTION	BALANCE SHEET VALUE
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
		Various -	
		<b>TOTAL</b>	

\* Similar types of equipment may be lumped together. If your firm has more than 30 types of equipment, you may show these 30 types and show the remainder as "Various." The Texas Department of Transportation, by allowing you to show only 30 types of equipment, reserves the right to request a complete, detailed list of all of your equipment.



\*List separately each item amounting to 10 percent or more of the total and combine the remainder.

<b>23</b>	Billing in Excess of Costs	\$ _____
		<b>TOTAL</b>

**DETAILS RELATIVE TO LIABILITIES AND EQUITY** *(Continued)*

Round to the nearest whole dollar amounts. Do not include cents in the figures.

<b>24</b>	<b>Corporate Equity</b>	\$ _____
		<b>TOTAL</b>
		<b>AMOUNT</b>
	Common Stock	
	Preferred Stock	
	Contributed Capital in Excess of Par or Additional Paid-In Capital	
	Treasury Stock	
	Retained Earnings	
	Retained Earnings Deficit	

<b>25</b>	<b>Partnership or LLC Equity</b>	\$ _____
		<b>TOTAL</b>
	<b>DESCRIPTION</b>	<b>AMOUNT</b>

<b>26</b>	<b>Individual Equity Net Worth</b>	\$ _____
		<b>TOTAL</b>

<b>TOTAL LIABILITIES AND EQUITY</b>		\$ _____
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## BIDDER'S EXPERIENCE QUESTIONNAIRE

[illegible]

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**BIDDER'S EXPERIENCE QUESTIONNAIRE (Continued)****INFORMATION RELATING TO ACCOUNTANT PREPARING AUDIT REPORT**

\_\_\_\_\_  
Name and Detailed Address of Accounting Firm

\_\_\_\_\_  
Name of Individual Accountant Conducting Examination

\_\_\_\_\_  
Area Code

\_\_\_\_\_  
Telephone Number

**CORPORATION BLOCK****If a corporation:**

State of incorporation \_\_\_\_\_

Date of incorporation \_\_\_\_\_

Charter/File No. \_\_\_\_\_

President: \_\_\_\_\_

Vice President(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

\_\_\_\_\_

**PARTNERSHIP BLOCK****If a partnership:**

State of organization \_\_\_\_\_

Date of organization \_\_\_\_\_

Is partnership general, limited or registered limited liability partnership? \_\_\_\_\_

File No. (if Limited Partnership) \_\_\_\_\_

General Partners/Officers:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Limited Partners (if applicable):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**LIMITED LIABILITY COMPANY BLOCK****If an LLC:**

State of organization \_\_\_\_\_

Date of organization \_\_\_\_\_

File No. \_\_\_\_\_

Officers or managers (with titles, if any):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Individuals authorized to sign for the partnership:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Except for limited partners, the individuals listed in the blocks above are presumed to have full signature authority for your firm unless otherwise advised. Should you wish to grant signature authority to additional individuals, please attach a certified copy of the corporate resolution, corporate minutes, partnership agreement, power of attorney or other legal documentation which grants this authority.

**BIDDER'S EXPERIENCE QUESTIONNAIRE (Continued)**

**INDIVIDUAL  
AUTHORIZATION FOR VERIFICATION AND AFFIDAVIT**

STATE OF \_\_\_\_\_ }  
COUNTY OF \_\_\_\_\_ }

The undersigned hereby declares that the foregoing is a true statement of the financial condition of the individual herein first named, as of the date herein first given; that this statement is for the express purpose of inducing the party to whom it is submitted to award the submitter a contract; and that the accountant who prepared the balance sheet accompanying this report as well as any depository, vendor or any other agency herein named is hereby authorized to supply such party with any information, while this statement is in force, necessary to verify said statement.

\_\_\_\_\_, being duly sworn, deposes and says that the foregoing financial statement, taken from his/her books, is a true and accurate statement of his/her financial condition as of the date thereof, and that the answers to the interrogatories contained therein are true; that the statements and answers to the interrogatories of the foregoing equipment questionnaire are correct and true as of the date of this affidavit; and, that the statements and answers to the interrogatories of the foregoing experience questionnaire are correct and true as of the date of this affidavit.

Further, under Section 231.006, Family Code, the vendor or applicant certifies that the individual or business entity named in this application is not ineligible to receive the specified grant, loan, or payment and acknowledges that any contract may be terminated and payment may be withheld if this certification is inaccurate.

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Firm Name \_\_\_\_\_  
Signature \_\_\_\_\_

\_\_\_\_\_  
Notary Public

Notary Public must not be a related party.

**PARTNERSHIP  
AUTHORIZATION FOR VERIFICATION AND AFFIDAVIT**

STATE OF \_\_\_\_\_ }  
COUNTY OF \_\_\_\_\_ }

The undersigned hereby declares that the foregoing is a true statement of the financial condition of the partnership herein first named, as of the date herein first given; that this statement is for the express purpose of inducing the party to whom it is submitted to award the submitter a contract; and that the accountant who prepared the balance sheet accompanying this report as well as any depository, vendor or any other agency herein named is hereby authorized to supply such party with any information, while this statement is in force, necessary to verify said statement.

\_\_\_\_\_, being duly sworn, deposes and says that he/she is a partner of the firm of \_\_\_\_\_; that the foregoing financial statement, taken from the books of said firm, is a true and accurate statement of the financial condition of said firm as of the date thereof and that the answers to the interrogatories contained therein are true and that the statements and answers to the interrogatories of the foregoing equipment questionnaire are correct and true as of the date of this affidavit; and, that the statements and answers to the interrogatories of the foregoing experience questionnaire are correct and true as of the date of this affidavit.

Further, under Section 231.006, Family Code, the vendor or applicant certifies that the individual or business entity named in this application is not ineligible to receive the specified grant, loan, or payment and acknowledges that any contract may be terminated and payment may be withheld if this certification is inaccurate.

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Firm Name \_\_\_\_\_  
Signature \_\_\_\_\_  
(General partner of firm must sign)

\_\_\_\_\_  
Notary Public

Notary Public must not be a partner or a relative thereof.

Signature should be consistent with the individual's name appearing under the respective block on Page 10 of this document.

**BIDDER'S EXPERIENCE QUESTIONNAIRE (Continued)**

**CORPORATION  
AUTHORIZATION FOR VERIFICATION AND AFFIDAVIT**

STATE OF \_\_\_\_\_ }  
COUNTY OF \_\_\_\_\_ }

The undersigned hereby declares that the foregoing is a true statement of the financial condition of the corporation herein first named, as of the date herein first given; that this statement is for the express purpose of inducing the party to whom it is submitted to award the submitter a contract; and that the accountant who prepared the balance sheet accompanying this report as well as any depository, vendor or any other agency herein named is hereby authorized to supply such party with any information, while this statement is in force, necessary to verify said statement.

\_\_\_\_\_, being duly sworn, deposes and says that he/she is the \_\_\_\_\_ of \_\_\_\_\_, the corporation described in and which executed the foregoing statement; that he/she is familiar with the books of the said corporation showing its financial condition; that the foregoing financial statement taken from the books of said corporation, is a true and accurate statement of the financial condition of said corporation as of the date thereof and that the answers to the interrogatories of the foregoing equipment questionnaire are correct and true as of the date of this affidavit; and, that the statements and answers to the interrogatories of the foregoing experience questionnaire are correct and true as of the date of this affidavit.

Further, under Section 231.006, Family Code, the vendor or applicant certifies that the individual or business entity named in this application is not ineligible to receive the specified grant, loan, or payment and acknowledges that any contract may be terminated and payment may be withheld if this certification is inaccurate.

Sworn to before me this \_\_\_\_\_

\_\_\_\_\_  
(Officer must sign here)

\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary Public

Notary Public must not be an officer, director, or stockholder, or a relative thereof.

Signature should be consistent with the individual's name appearing under the respective block on Page 10 of this document.

**LIMITED LIABILITY COMPANY AUTHORIZATION FOR  
VERIFICATION AND AFFIDAVIT**

STATE OF \_\_\_\_\_ }  
COUNTY OF \_\_\_\_\_ }

The undersigned hereby declares that the foregoing is a true statement of the financial condition of the limited liability company herein first named, as of the date herein first given; that this statement is for the express purpose of inducing the party to whom it is submitted to award the submitter a contract; and that the accountant who prepared the balance sheet accompanying this report as well as any depository, vendor or any other agency herein named is hereby authorized to supply such party with any information, while this statement is in force, necessary to verify said statement.

\_\_\_\_\_, being duly sworn, deposes and says that he/she is a member/manager, or officer of \_\_\_\_\_, the limited liability company described in and which executed the foregoing statement; that he/she is familiar with the books of the said company showing its financial condition; that the foregoing financial statement taken from the books of said company, is a true and accurate statement of the financial condition of said company as of the date thereof and that the answers to the interrogatories of the foregoing equipment questionnaire are correct and true as of the date of this affidavit; and, that the statements and answers to the interrogatories of the foregoing experience questionnaire are correct and true as of the date of this affidavit.

Further, under Section 231.006, Family Code, the vendor or applicant certifies that the individual or business entity named in this application is not ineligible to receive the specified grant, loan, or payment and acknowledges that any contract may be terminated and payment may be withheld if this certification is inaccurate.

Sworn to before me this \_\_\_\_\_

\_\_\_\_\_  
(Member, manager, or officer must sign here)

\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary Public

Notary Public must not be a member, manager, officer, or a relative thereof.

Signature should be consistent with the individual's name appearing under the respective block on Page 10 of this document.

The Texas Department of Transportation maintains the information collected through this form. With few exceptions, you are entitled on request to be informed about the information that we collect about you. Under §§552.021 and 552.023 of the Texas Government Code, you also are entitled to receive and review the information. Under §559.004 of the Government Code, you are also entitled to have us correct information about you that is incorrect.